

## CREATING CORRECTION NOTES

1. Open the Cases expando and scroll down to the case in which you need to enter a Correction note. Click on the Case icon to view all the icons in the case.
2. Click on the Narrative Icon.
3. Click on the Case Note for which you want to add a correction note. This will open the Case Note window.

Case Notes - Microsoft Internet Explorer

eWiSACWIS

Print Spell Check Help

Case: Anderson, Amy Worker: Bendert, Terri Date Entered: 12/01/2003 02:58 PM Case Note ID: 9221202

**Note Information**

Date Occurred: 12/01/2003 10:00 AM PM

Category: Ongoing Services

Type: Home Visit

Face-to-Face Contact Type: Worker/Parent Contact in Home

Face-to-Face Contact Result: Scheduled/Contact Occurred

Units: 0

Billable

Participants:

Anderson, Anita

Mooretest, John

**Narrative**

Implement an in-home safety plan for his children and return the children to them from foster care.

Correction

Options: Go

Insert Correction Note Clear Fields Create Save Close

Done Internet

4. Click on the Insert Correction Note button on the bottom of the window.
5. Enter the correction information in the Correction Narrative field.
6. Click on Save to save the Correction Note that has been inserted.
7. Click on Spell Check button at the top of the window to spell check the correction note. Click on the Save button and click on the Close button to close the Case Note Window.
8. To view your case note and the correction note you will need to use the scroll bar on the right hand side of the case note window; however, if the note is printed both the case note and the correction note will print together. When a Correction Note is entered, in the Narrative frame there will be a notation that says "Case Note 1/2" which tells you that you are looking at 1 note of 2. You can create as many correction notes as necessary but the total number of notes will always be listed Narrative frame.